



Higher Education Courses Policy

Section 1 - Preamble

(1) This Policy was approved by Academic Board on 26 June 2012 and incorporates all amendments to 28 August 2014.

Schedules

(2) This Policy includes the following schedules:

- a. [Schedule A: Deakin Graduate Learning Outcomes](#)
- b. [Schedule B: Advisory Boards - Composition and Terms of Reference](#)

Section 2 - Purpose

(3) This governs the design, development, approval and review of the University's higher education award and non-award courses. The [Higher Education Courses Approval and Review Procedure](#) sets out how to comply with this Policy.

Section 3 - Scope

(4) This Policy applies to higher education award and non-award courses offered by the University.

Section 4 - Policy

Principles

(5) The University offers courses leading to awards of the University, consistent with those specified in [Statute 5.2 - Academic Awards](#).

(6) The University also offers courses, units or modules that do not lead to an award of the University.

(7) The University ensures that the courses it offers:

- a. are of an appropriate academic standard
- b. are approved, generally every five years (in the case of coursework programs)
- c. are consistent with the [Australian Qualifications Framework](#)
- d. are consistent with the objects as set out in the [Deakin University Act 2009 \(Vic\)](#)
- e. are consistent with external legislation, including the [Education Services for Overseas Students Act 2000 \(Cth\)](#) and the [Higher Education Support Act 2003 \(Cth\)](#).
- f. advance the achievement of the University's mission and core commitments as set out in its [Strategic Plan](#).

(8) In designing, developing, approving and reviewing its courses, the University ensures that academic standards are

maintained and that its courses:

- a. are contemporary, accessible, inclusive, flexible, relevant and competitive
- b. lead to recognised qualifications
- c. allow opportunities for breadth of study and experience where appropriate
- d. provide for students to acquire specified Deakin Graduate Learning Outcomes as set out in [Schedule A](#).
- e. incorporate the principles set out in the [Teaching and Learning \(Higher Education Courses\) Policy](#).

(9) The University maintains procedures that govern the:

- a. design and development of courses
- b. approval of courses and review of courses.

Responsibilities

Higher education award courses

(10) The Academic Board is responsible to Council for:

- a. the approval of academic proposals for new higher education award courses or significant revisions to existing courses
- b. quality assurance and for ensuring compliance with legislation, external standards and internal academic requirements relevant to courses.

(11) The Pro Vice-Chancellor (Planning and Integrity) (PVCPI) is responsible for approving on strategic and business grounds proposals for:

- a. new courses or significant amendments to existing courses on strategic and business grounds (as specified in the [Higher Education Courses Approval and Review Procedure](#))
- b. course continuations and discontinuations.

(12) The Pro Vice-Chancellor (Planning and Integrity) (PVCPI) is responsible for managing course approval and review processes to assure compliance with legislation, external standards (including the [Higher Education Standards Framework](#) and [Australian Qualification Framework](#) specifications) and internal policy requirements.

(13) Faculties are responsible for developing proposals for new higher education award courses or revisions to existing courses.

(14) Faculties are responsible for conducting annual reviews and major reviews of all courses (with the exception of higher degrees by research) every five years on academic and strategic grounds, as part of the University's approach to continuous quality improvement. The Academic Board or the PVCPI also may request targeted reviews of courses from time to time. Reviews by professional accreditation bodies are conducted for some courses.

(15) Faculties are responsible for establishing an advisory board for each course (with the exception of higher degrees by research) to provide advice on the development of that course and its continued appropriateness and relevance. The composition and the board's terms of reference are set out in [Schedule B: Advisory Boards - Composition and Terms of Reference](#).

(16) Course Directors are appointed by Faculties for each course (or group of courses) to provide leadership and oversight of the development, delivery, review and accreditation of the course to ensure alignment with the [University's Strategic Plan](#), maintenance of academic standards and quality and compliance with the University's policies and external requirements.

(17) Course Teams are responsible for coordinating the design, ongoing development and review of courses under the leadership of Course Directors.

(18) The Academic Programs Manager is responsible for advising the Academic Board of any required legislative amendments in relation to new courses, discontinued courses or changes to course titles.

(19) The Research and Research Training Committee is responsible for monitoring the performance of higher degrees by research and advising the Academic Board of any issues in relation to quality or standards.

Non-award courses

(20) Faculty Boards are responsible for approving higher education non-award courses.

(21) Faculty Boards are responsible to the Academic Board for the quality assurance and maintenance of academic standards of higher education non-award courses.

Section 5 - Procedure

(22) Refer to the [Higher Education Courses Approval and Review Procedure](#).

Section 6 - Definitions

(23) For the purpose of this Policy:

- a. Course Director: the leading member of a course team responsible to the Executive Dean for the academic leadership of a course or group of courses.
- b. Course Team: a group of at least four continuing or fixed-term (term of three years or greater) academic staff members, including representatives from each campus on which the course is offered and at least one active researcher, appointed by the Faculty Board to coordinate the design, ongoing development and review of a course or group of courses.
- c. Higher Education award course: a course that leads to a higher education award of Deakin University.
- d. Higher Education non-award course: a course, unit or module, offered by Deakin University that does not lead to an award of the University.

Status and Details

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